

 <p style="text-align: center;">Massachusetts Department Of Correction POLICY</p>	Effective Date 12/1/2022	Responsible Division Commissioner	
	Annual Review Date 12/1/2022		
Policy Name 103 DOC 103 DELEGATION OF AUTHORITY	M.G.L. Reference: M.G.L. Ch. 124 Section 1(e), (q).		
	DOC Policy Reference: 103 DOC 560		
	ACA/PREA Standards: 4-ACRS-7D-03; 4-ACRS-7D-16 2-CO-1A-10; 2-CO-1A-18; 5-ACI-1A-01; 5-ACI-1A-10		
Attachments Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Inmate Library Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Applicability: Staff	
Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Location: DOC Central Policy File Institution Policy File Commissioner's Policy File	
<p>PURPOSE: To establish guidelines for the delegation of authority through Department and Institution chains of Command and Channels of Communication.</p> <p>RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY: Commissioner Superintendents</p> <p>CANCELLATION: This policy cancels all previous Department policies, procedures, Commissioner's bulletins, and rule and regulations regarding delegation of authority.</p> <p>SEVERABILITY CLAUSE: If any part of this policy is for any reason held to be in excess of the authority of the Commissioner, such decision shall not affect any other part of this policy.</p>			

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103.01

CHAIN OF COMMAND

1. The Department of Correction (DOC) shall have clear and precise policy regarding the delegation of authority within the Department which shall be reflected through the:
 - a. Departmental organization chart, which illustrates the chain of command.
 - b. Position title with written responsibilities as determined by the Commissioner or their designee.
 - c. Person in charge of the DOC in the absence of the Commissioner, Chief of Staff or Deputy Commissioners.
2. Each institution superintendent shall have clear and precise written policy and procedure, which establishes and describes the institutions' chain of command. Such written policy and procedure should:
 - a. Establish by position title, the authority and responsibility for all administrative sub-units and functional components within the institution.
 - b. Establish and describe in descending order overall authority and responsibility for the entire correctional institution, its operation, programs and services (i.e., the person in charge in the absence of the superintendent).

103.02

CENTRAL OFFICE CHAIN OF COMMAND

The chain of command is reflected in the DOC's organizational chart, (see Attachment #1). In the absence of the Commissioner, the Chief of Staff shall be in charge of the DOC. In the absence of the Chief of Staff the Deputy Commissioners shall be in charge of the DOC. In the absence of the Commissioner, Chief of Staff, and Deputy Commissioners, the Commissioner shall designate a member of Executive Staff to be in charge of the DOC in an acting capacity.

1. **Commissioner** - Staff reporting directly to the commissioner shall include but not be limited to:
 - a. Chief of Staff
 - b. Deputy Commissioner of Field Services
 - c. Deputy Commissioner of Prison Division
 - d. Deputy Commissioner of Administration
 - e. Deputy Commissioner of Clinical Services and Reentry
 - f. Deputy Commissioner of Career and Professional Development
 - g. Executive Director of Research and Planning
 - h. General Counsel
 - i. Chief of Professional Standards Unit
 - j. Director of Diversity and Equal Opportunity
 - k. Administrative Director

2. **Chief of Staff** - Staff reporting directly to the Chief of Staff shall include but not be limited to:
 - a. Director of Policy Development and Compliance Unit
 - b. Director of Constituency Services
 - c. Director of Victim Services
 - d. Director of Communications and Administrative Resolution
 - e. Director of Central Inmate Disciplinary Unit
 - f. Legislative Manager
 - g. Immediate support staff
3. **Deputy Commissioner of Field Services** – Staff reporting directly to the Deputy Commissioner shall include but not be limited to:
 - a. Executive Assistant
4. **Deputy Commissioner of the Prison Division** - Staff reporting directly to the Deputy Commissioner shall include but not be limited to:
 - a. Two Assistant Deputy Commissioners (Northern and Southern sector).
 - b. Assistant Deputy Commissioner of Field Services
 - c. Executive Assistant
5. **Deputy Commissioner of Administration** - Staff reporting directly to the Deputy Commissioner shall include but not be limited to:
 - a. Executive Director of Administrative Services
 - b. Director of Resource Management
 - c. Director of Industries
 - d. Director of Systems Projects
 - e. Director of Food Services
 - f. Executive Assistant
6. **Deputy Commissioner of Clinical Services and Reentry** – Staff reporting directly to the Deputy Commissioner shall include but not be limited to:
 - a. Assistant Deputy Commissioner of Reentry
 - b. Assistant Deputy Commissioner of Clinical Services
 - c. Director of Special Programs
 - d. Executive Assistant
7. **Deputy Commissioner of Career and Professional Development** – Staff reporting directly to the Deputy Commissioner shall include but not be limited to:
 - a. Director of Staff Development

- b. Director of Diversity and Equal Opportunity
 - c. Director of Employee Assistance and Services Unit
 - d. Executive Director of Human Resources
 - e. Executive Assistant
8. **General Counsel** – Duties include but are not limited to, the management of:
- a. Litigation
 - b. House counsel
 - c. CMR's/policies
 - d. Bridgewater legal services
 - e. Treatment Center legal services
 - f. Immediate support staff
9. **Executive Director of Strategic Planning and Research** - Staff reporting directly to the Executive Director shall include but not be limited to:
- a. Grants Manager
 - b. Deputy Director of Research and Planning
 - c. Director of Data Analytics Unit
 - d. Immediate support staff
10. **Administrative Director** - Staff reporting directly to the Administrative Director shall include but not be limited to:
- a. Commissioner's support staff
 - b. Deputy Commissioner's immediate support staff
11. **Assistant Deputy Commissioner of Northern Sector Institutions** – The northern institutions consist of:
- a. North Central Correctional Institution
 - b. MCI Concord
 - c. MCI Shirley
 - d. MCI Framingham
 - e. Souza-Baranowski Correctional Center
 - f. Northeastern Correctional Center
 - g. Pondville Correctional Center
12. **Assistant Deputy Commissioner of Southern Sector Institutions** – The southern institutions consist of:
- a. MCI Cedar Junction
 - b. MCI Norfolk
 - c. Old Colony Correctional Center
 - d. Massachusetts Treatment Center
 - e. Bridgewater State Hospital
 - f. Massachusetts Alcohol and Substance Abuse Center at Plymouth
 - g. Boston Pre-Release

h. Lemuel Shattuck Hospital

13. **Assistant Deputy Commissioner of Reentry**– Staff reporting directly to the Assistant Deputy Commissioner should include but not be limited to:

- a. Director of Classification
- b. Director of Central Date Computation Unit
- c. Director of Program Services Division
- d. Director of Reentry Services Division
- e. Director of Recovery Pathfinder
- f. Director of Inmate Training and Education
- g. Operations Analyst Manager
- h. Executive Assistant

14. **Assistant Deputy Commissioner of Clinical Services** – Staff reporting directly to the Assistant Deputy Commissioner should include but not be limited to:

- a. Director of Clinical Services
- b. Director of Behavioral Health
- c. Director of Contract Compliance
- d. Executive Assistant

15. **Assistant Deputy Commissioner of Field Services** – Staff reporting directly to the Assistant Deputy Commissioner shall include but not be limited to:

- a. Chief of Investigative Services
- b. Director of Operational Services
- c. Director of Community Work Crew Central Division
- d. PREA Audits, Operations, and Investigations
- e. Executive Assistant

103.03 CHANNELS OF COMMUNICATION

All units/divisions and correctional institutions shall have organizational charts, which reflect the channels of communication. All communications are to be complete and timely and generally follow the chain of command as set forth.

103.04 PROCEDURES FOR EMERGENCY OR EXTRAORDINARY SITUATIONS

Each institution superintendent shall have written procedures describing the chain of command and channels of communication for emergencies or extraordinary situations. At a minimum, such procedures should generally describe exceptions to the normal chain of command and channels of communication when "Institution Reaction Plans" pursuant to 103 DOC 560, *Disorder Management* are in effect. In addition, such procedures should describe any additions or exceptions to the institution's chain of command or channels of communication as a result of institution and/or Department Duty Officer Systems.

Table of Organization
(not on PowerDMS)